

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title:	<b>VOCATIONAL REHABILITATION COUNSELOR</b>
Jurisdictional Class:	<b>Competitive</b>
Date Adopted:	<b>9/8/80</b>
Date Revised:	<b>9/19/00</b>
Jurisdictions:	<b>County</b>
Union Status:	<b>CSEA</b>
Pay Grade:	<b>15</b>

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**DISTINGUISHING FEATURES OF THE CLASS:** This class has responsibility for developing vocational service plans and providing direct vocational rehabilitation counseling within the Schoharie County Department of Mental Hygiene. The work is performed under the direct supervision of a staff social worker. Supervision of agency personnel may be a responsibility of the position. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Interview applicants to explain the rehabilitation services;  
Obtains information from applicants to determine eligibility and use in vocational counseling;  
Develops vocational rehabilitation service plans, recommending vocational objectives and action necessary;  
Reviews applicants training and experience, psychological and aptitude profiles and nature of disability for modifications to or development of service plan;  
Conducts vocational related counseling with clients including arranging and supervising work therapy, vocational training, placement, and conferring with school authorities;  
Confers with employers, educators, local health agencies and representatives of various government and private agencies to open new funding channels and to develop educational and employment opportunities for patients.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of counseling techniques and principles; good knowledge of sources of occupational information including jobs available, the knowledge, skills, and abilities needed to perform them and their adaptability to various mental and physical disabilities; good knowledge of public and private agency funding sources; working knowledge of eligibility requirements for vocational counseling; good knowledge of the practices and procedures used in the development of a service plan for Vocational Rehabilitation; ability to coordinate rehabilitation services; ability to interview applicants and gather pertinent information; ability to express ideas clearly and effectively; ability to establish satisfactory work relationships and interpersonal relationships with individuals of varied socio-economic backgrounds; ability to establish rapport with clients for the purpose of facilitating the rehabilitation process; good judgment.

**MINIMUM QUALIFICATIONS:**

Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree **and either:**

- A) Three (3) years of full time paid experience in vocational rehabilitation counseling of the disabled; **OR**

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- (B) Three (3) years of full time paid experience in professional, educational or vocational guidance (including social casework) of the disabled or persons with difficulty in securing employment because of inadequate vocational and/or educational skills in which the major emphasis is on finding solution to the clients occupational problems; **OR**
- (C) completion of all course work leading to a Master's Degree in vocational rehabilitation and one (1) year of the above experience in either (A) or (B).

**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

**SPECIAL REQUIREMENT:** This class may require some travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.